

## Internal Credit Transfer Form

**DEFINITION:**

**Credit Transfer (CT)** is defined as 'a process that provides students with agreed and consistent credit outcomes based on identified equivalence in content and learning outcomes between matched qualifications' (Source: Australian Qualifications Framework 2nd Edition January 2013)

The Internal Credit Transfer Form is to be used to process Credit Transfer units for students who study more than one qualification with ATMC or Baxter Institute that share common units.

The Internal Credit Transfer Form is to be completed by Student Services when a student moves between courses.

### STUDENT PERSONAL INFORMATION

Family Name:	<input type="text"/>	Given Name:	<input type="text"/>
Student ID:	<input type="text"/>		
Course Name:	<input type="text"/>	Course Code:	<input type="text"/>

### PRIOR COURSE OF RELEVANCE

**NOTE:** The Internal Credit Transfer Form should be supported by evidence the student has attained competence in the relevant units internally. This can be the issued Certificate or Statement of Attainment, or an Enrolment Report from the Student Management System showing unit results.

Course code:	<input type="text"/>	Course name:	<input type="text"/>
Start date:	<input type="text"/>	Last study/End date:	<input type="text"/>
Name of Institution:	<input type="text"/>	Did student complete the course?	<input type="checkbox"/> Yes <input type="checkbox"/> No

### PROCESSING

**ADMINISTRATOR DECLARATION**

By ticking this box I confirm the student has been deemed competent in the Units of Competency listed in the attached table, and supporting evidence has been attached..

Date of submission:	<input type="text"/>	Administrator signature:	<input type="text"/>
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**FINANCE DEPARTMENT PAYMENT ADJUSTMENTS**

Does the student's course tuition fee need adjustments?  Yes  No

Finance Team Leader Signature:	<input type="text"/>	Date:	<input type="text"/>
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**ADMISSIONS & STUDENT SUPPORT DEPARTMENTS**

eCOE/LOF revised Yes  → Admissions Officer Signature:  Date:

Credit Transfer granted: Yes  → Letter of Exemption issued

Credit noted on SMS database: Yes

Recommended reduction of  weeks/months (please circle) of course Signature:

Student Support Officer:  Date:

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## Credit Transfer Application Form

**APPENDIX – MEM30319 Certificate III in Engineering—Fabrication Trade**

### CREDIT TRANSFER PER UNIT OF COMPETENCY

(Credit Transfer can be applied when the student already holds the exact unit, or an equivalent version of the unit. If in doubt, contact the Compliance Team)

INSERT UNIT(S) OF COMPETENCY						CREDIT GRANTED
CREDIT TRANSFER/NATIONAL RECOGNITION IS BEING <b>APPLIED FOR</b>			CREDIT TRANSFER/NATIONAL RECOGNITION <b>PREVIOUSLY PASSED</b>			Yes/No
Tick	Unit/Module Code	Unit/Module Name	Tick	Unit/Module Code	Unit/Module Name	
<input type="checkbox"/>	MEM13015	Work safely and effectively in manufacturing and engineering	<input type="checkbox"/>			
<input type="checkbox"/>	MSMENV272	Participate in environmentally sustainable work practices	<input type="checkbox"/>	MSAENV272B	Participate in environmentally sustainable work practices	
<input type="checkbox"/>	MEM16006	Organise and communicate information	<input type="checkbox"/>	MEM16006A	Organise and communicate information	
<input type="checkbox"/>	MEM05052	Apply safe welding practices	<input type="checkbox"/>	MEM05052A	Apply safe welding practices	
<input type="checkbox"/>	MEM12023	Perform engineering measurements	<input type="checkbox"/>	MEM12023A	Perform engineering measurements	
<input type="checkbox"/>	MEM12024	Perform computations	<input type="checkbox"/>	MEM12024A	Perform computations	
<input type="checkbox"/>	MEM11011	Undertake manual handling	<input type="checkbox"/>	MEM11011B	Undertake manual handling	
<input type="checkbox"/>	MEM14006	Plan work activities	<input type="checkbox"/>			
<input type="checkbox"/>	MEM16008	Interact with computing technology	<input type="checkbox"/>	MEM16008A	Interact with computing technology	
<input type="checkbox"/>	MEM17003	Assist in the provision of on-the-job training	<input type="checkbox"/>	MEM17003A	Assist in the provision of on the job training	
<input type="checkbox"/>	MEM18001	Use hand tools	<input type="checkbox"/>	MEM18001C	Use hand tools	
<input type="checkbox"/>	MEM24001B	Perform basic penetrant testing	<input type="checkbox"/>	MEM24001B	Perform basic penetrant testing	
<input type="checkbox"/>	MEM18002	Use power tools/hand held operations	<input type="checkbox"/>	MEM18002B	Use power tools/hand held operations	
<input type="checkbox"/>	MEM09002	Interpret technical drawing	<input type="checkbox"/>	MEM09002B	Interpret technical drawing	
<input type="checkbox"/>	MEM07032	Use workshop machines for basic operations	<input type="checkbox"/>			
<input type="checkbox"/>	MEM05005	Carry out mechanical cutting	<input type="checkbox"/>	MEM05005B	Carry out mechanical cutting	
<input type="checkbox"/>	MEM05051	Select welding processes	<input type="checkbox"/>	MEM05051A	Select welding processes	
<input type="checkbox"/>	MEM05004	Perform routine oxy fuel gas welding	<input type="checkbox"/>	MEM05004C	Perform routine oxy acetylene welding	
<input type="checkbox"/>	MEM05006	Perform brazing and/or silver soldering	<input type="checkbox"/>	MEM05006C	Perform brazing and/or silver soldering	
<input type="checkbox"/>	MEM05007	Perform manual heating and thermal cutting	<input type="checkbox"/>	MEM05007C	Perform manual heating and thermal cutting	
<input type="checkbox"/>	MEM05008	Perform advanced manual thermal cutting, gouging and shaping	<input type="checkbox"/>	MEM05008C	Perform Advanced manual thermal cutting, gouging and shaping	

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If your contact details have changed since you lodged your application, please provide your new details by logging on to your student portal account, ask the Baxter Institute reception/student support hub how to in person or email [reception@baxter.vic.edu.au](mailto:reception@baxter.vic.edu.au), otherwise we may not be able to contact you with important information. Only changing your address via the student portal will be accepted.

## Credit Transfer Application Form

**APPENDIX – MEM30319 Certificate III in Engineering—Fabrication Trade (continued)**

### CREDIT TRANSFER PER UNIT OF COMPETENCY

(Credit Transfer can be applied when the student already holds the exact unit, or an equivalent version of the unit. If in doubt, contact the Compliance Team)

#### INSERT UNIT(S) OF COMPETENCY

**CREDIT GRANTED**

CREDIT TRANSFER/NATIONAL RECOGNITION IS BEING <b>APPLIED FOR</b>			CREDIT TRANSFER/NATIONAL RECOGNITION <b>PREVIOUSLY PASSED</b>			Yes/No
Tick	Unit /Module Code	Unit/Module Name	Tick	Unit/Module Code	Unit/Module Name	
<input type="checkbox"/>	MEM05014	Monitor quality of production welding/fabrications	<input type="checkbox"/>	MEM05014C	Monitor quality of production welding/fabrications	
<input type="checkbox"/>	MEM05012	Perform routine manual metal arc welding	<input type="checkbox"/>	MEM05012C	Perform routine manual metal arc welding	
<input type="checkbox"/>	MEM05015	Weld using manual metal arc welding process	<input type="checkbox"/>	MEM05015D	Weld using manual metal arc welding process	
<input type="checkbox"/>	MEM05016	Perform advanced welding using manual metal arc welding process	<input type="checkbox"/>	MEM05016C	Perform advanced welding using manual metal arc welding process	
<input type="checkbox"/>	MEM05050	Perform routine gas metal arc welding	<input type="checkbox"/>	MEM05050B	Perform routine gas metal arc welding	
<input type="checkbox"/>	MEM05017	Weld using gas metal arc welding process	<input type="checkbox"/>	MEM05017D	Weld using gas metal arc welding process	
<input type="checkbox"/>	MEM05018	Perform advanced welding using gas metal arc welding process	<input type="checkbox"/>	MEM05018C	Perform Advanced welding using gas metal arc welding process	
<input type="checkbox"/>	MEM05056	Perform routine flux core arc welding	<input type="checkbox"/>			
<input type="checkbox"/>	MEM05047	Weld using flux core arc welding process	<input type="checkbox"/>	MEM05047B	Weld using flux core arc welding process	
<input type="checkbox"/>	MEM05048	Perform advanced welding using flux core arc welding process	<input type="checkbox"/>	MEM05048B	Perform Advanced welding using flux core arc welding process	
<input type="checkbox"/>	MEM12007	Mark off/out structural fabrications and shapes	<input type="checkbox"/>	MEM12007D	Mark off/out structural fabrications and shapes	
<input type="checkbox"/>	MEM11016	Order materials	<input type="checkbox"/>	MEM11016B	Order materials	
<input type="checkbox"/>	MEM05049	Perform routine gas tungsten arc welding	<input type="checkbox"/>	MEM05049B	Perform routine gas tungsten arc welding	
<input type="checkbox"/>	MEM05019	Weld using gas tungsten arc welding process	<input type="checkbox"/>	MEM05019D	Weld using gas tungsten arc welding process	

Number of units:

#### UPON COLLECTION OF LETTER OF EXEMPTION:

Student Signature:

Date:

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